

TIMESHEET SUBMISSION:

Mail

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Email

payroll@LoriKnappChoice.com

Fax

844.634.7225

Please call **608.326.0434** to ensure fax or mail is received or for any questions.

Late Timesheets received after the date indicated in the "Timesheets Due" column will be processed in the next pay period. NO EXCEPTIONS.

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Pay Date
1	12/16/24	12/31/24	01/03/25	01/15/25
2	01/01/25	01/15/25	01/18/25	01/30/25
3	01/16/25	01/31/25	02/03/25	02/14/25
4	02/01/25	02/15/25	02/18/25	02/28/25
5	02/16/25	02/28/25	03/03/25	03/14/25
6	03/01/25	03/15/25	03/18/25	03/28/25
7	03/16/25	03/31/25	04/03/25	04/15/25
8	04/01/25	04/15/25	04/18/25	04/30/25
9	04/16/25	04/30/25	05/03/25	05/15/25
10	05/01/25	05/15/25	05/18/25	05/30/25
11	05/16/25	05/31/25	06/03/25	06/13/25
12	06/01/25	06/15/25	06/18/25	06/30/25
13	06/16/25	06/30/25	07/03/25	07/15/25
14	07/01/25	07/15/25	07/18/25	07/30/25
15	07/16/25	07/31/25	08/03/25	08/15/25
16	08/01/25	08/15/25	08/18/25	08/29/25
17	08/16/25	08/31/25	09/03/25	09/15/25
18	09/01/25	09/15/25	09/18/25	09/30/25
19	09/16/25	09/30/25	10/03/25	10/15/25
20	10/01/25	10/15/25	10/18/25	10/30/25
21	10/16/25	10/31/25	11/03/25	11/14/25
22	11/01/25	11/15/25	11/18/25	11/28/25
23	11/16/25	11/30/25	12/03/25	12/15/25
24	12/01/25	12/15/25	12/18/25	12/30/25

All forms can be found on the Lori Knapp Choice™ [forms](#) page.